

AGENDA

Wednesday, November 21, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Rivera

Staff Liaison: Paul Emery, Deputy City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of September 19, 2012

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions for the position of **Hazardous Materials Program Specialist** in the Fire Department amending the City's Classification Plan.

For questions, please contact Sandy Henderson at (714) 960-8828

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Recommended Action:

Approve the job specification revisions of the position of **Hazardous Materials Program Specialist** in the Fire Department amending the City's Classification Plan.

b. Discussion on the new job specification for the position of **Assistant Fire Marshall** in the Fire Department amending the City's Classification Plan.

Recommended Action:

Approve the new job specification of the position of **Assistant Fire Marshall** in the Fire Department amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

9. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of December 19, 2012

ITEM # 4

MINUTES

Wednesday, September 19, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on 11/21/12
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Bush called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Elford, Inglee, and Rivera

Commissioners absent: Clemens

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A correction was made to page of the minutes as follows:

Commissioners present: Bush, Clemens, ~~Garner~~ Elford, and Inglee

A motion was made by Commissioner Inglee and seconded by Commissioner Elford to approve the minutes for the July 18, 2012 meeting as amended.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	1

APPROVAL OF REVISED HEARING OFFICER LIST

- a. Approve the recommended changes to the listing of hearing officers.

A motion was made by Commissioner Elford and second by Commissioner Inglee to approve the revised hearing officer list.

VOTE: The motion was carried

AYES: 4

NOES: 0

ABSENT: 1

LABOR RELATIONS UPDATE

Michele Warren reported the City is actively involved in labor negotiations with the Surf City Lifeguard Employees' Association (SCLEA) and the Management Employees' Organization (MEO). A successor agreement has not yet been reached for either group.

SECRETARY'S REPORT

Ms. Warren did not have any additional information to report.

COMMENTS FROM COMMISSIONERS

Commissioner Elford thanked staff for their hard work.

ADJOURNMENT

The meeting adjourned at 5:48 PM to the next regularly scheduled meeting of December 19, 2012.

ITEM # 5



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION

FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: REVISIONS TO HAZARDOUS MATERIALS PROGRAM SPECIALIST JOB CLASSIFICATION SPECIFICATION

DATE: NOVEMBER 21, 2012

The **Hazardous Materials Program Specialist** is a single-position classification within the fire prevention group, represented by the Municipal Employees Association (MEA).

Modifications to the **Hazardous Materials Program Specialist** job specification are recommended to update the present hiring standards but are not materially sufficient to change the fundamental nature of the work performed. The current pay grade remains the same.

The recommendation presented is based upon the Fire Department's input and the meet and confer process with the MEA.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Hazardous Materials Program Specialist
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Hazardous Materials Program Specialist Job Class Specification

c: Patrick McIntosh, Fire Chief
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HAZ~~ARDOUS~~ MAT~~ERIALS~~ PROGRAM SPECIALIST

DATE: ~~DECEMBER, 2004~~ NOVEMBER 2012

JOB CODE: 0190
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With~~Under general supervision, identifies, and inspects the storage, usage, handling, and disposal and consults with businesses that may use, store or dispose of hazardous materials; manages city-owned oil wells, for inclusion Hazardous Materials Programs as defined by the California Health & Safety Code; ensures compliance with the City and Uniform Fire Codes; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Hazardous Materials Program Specialist, a non-safety position reporting to the Fire Marshal or Assistant Fire Marshal, ensures that businesses meet regulatory rules and regulations provided by the California Health & Safety Code in regards to safe handling and disposal of hazardous materials; works independently using best judgment based in the enforcement of codes and problem resolution related to hazardous substances on knowledge of regulations and Fire Department policy guidelines.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees administration of Hazardous Materials Disclosure Program in compliance with Certified Unified Program Agency (CUPA) regulations.
- Consults with business owners regarding the proper storage, handling, and disposal of hazardous material; advises owners of measures acceptable to meet regulatory requirements based on code interpretations and the application of regulations to different business types and processes.
- Enforces filing of hazardous materials information, including chemical inventory and business emergency response plans, into a web-based records system.
- Enforces filing of fire permit applications and chemical classification data.
- Ensures compliance with the City and Uniform Fire Codes, Federal, State, County and City laws and regulations related to hazardous materials use and storage.
- Conducts safety inspections and makes recommendations to reduce hazard materials accidents; visits business sites of hazardous materials users to verify accuracy of business

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HAZARDOUS MATERIALS PROGRAM SPECIALIST

DATE: ~~DECEMBER, 2004~~ NOVEMBER 2012

plans and chemical inventories; maintains inventory of chemicals used by local businesses; identifies and categorizes chemicals and other substances which may be hazardous materials.

- ~~performs physical inspections of disclosing businesses; advises owners of measures acceptable to meet regulatory requirements based on code interpretations and the application of regulations to different business types and processes; makes arrangements for inspections, W~~rites inspection reports, violations, follow-ups and documents inspection progress; keeps accurate records.
- Identifies Hazardous Materials Disclosure Program needs and recommends budget requirements.
- Maintains city-owned oil well management records, including monitoring of production rates and scheduled maintenance and repairs.
- Issues new and reactivated oil well permits; conducts inspections of oil wells and oil tank farms; reviews and coordinates oil well abandonments.
- Reviews methane gas mitigation plans and conducts associated inspections.
- Keeps current with legislation, regulatory updates, Fire Codes and interpretations of regulations by compliance bodies; updates local ordinances and policies and procedures.
- Meets with industry representatives and governmental agencies regarding topics such as hazardous materials storage and use, compliance issues, and current trends.
- Communicates with business owners and the public through various media sources.

~~Communicates with the business public through newsletters, educational seminars, Firefest, video development, office watch, complaints, investigations, consulting and special projects; coordinates, develops, and presents newsletters, seminars, and special projects.~~

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HAZARDOUS MATERIALS PROGRAM SPECIALIST

DATE: ~~DECEMBER, 2004~~ NOVEMBER 2012

Knowledge of:

- Principles of environmental science, basic chemistry, including toxic chemicals and problems relating to their use and control
- Policies, principles and practices of proper storage, usage, and disposal of hazardous materials
- Fire protection systems
- Uniform Fire and Building Codes, Municipal Codes; Pertinent Federal, State and local laws, codes, and regulations
- Policies and Procedures Manual, California Code of Regulations, Code of Federal Regulations, National Fire codes, Dangerous Properties of Hazardous Materials, California Health & Safety Codes and related regulations associated with fire protection, health, and safety & environment; Inspection, measurement, and analytical techniques to identify hazardous materials and determine proper handling
- Industrial processes and procedures typically found in a manufacturing facility
- Program goals, objectives, policies, procedures, operations and requirements;
- Methods and practices involved in construction
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction, report writing methods
- Customer service principles
- budget monitoring and control;
- Record-keeping systems-

Ability to:

- Assess proper storage, usage, and disposal of hazardous materials
- Conduct fire prevention inspections
- Read and understand drawings, diagrams and specifications for construction projects and fire protection equipment
- Perform arithmetic and basic algebraic functions
- Ensure safety and professional work standards are met
- Establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service
- Read, interpret and analyze statistical data, policies, practices and procedures, City, County, State, and Federal regulations;
- Communicate effectively, both orally and in writing; write reports, articles, newsletters, and correspondence; prepare and deliver verbal, written and visual presentations; provide classroom and field training;
- Prepare and monitor budgets; and grant proposals
- Operate computers and various office software applications;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HAZARDOUS MATERIALS PROGRAM SPECIALIST

DATE: ~~DECEMBER, 2004~~ NOVEMBER 2012

~~- provide quality customer service;~~ dDevelop and maintain accurate record keeping systems.

Education: One (1) year of college-level coursework (30 semester units or 45 quarter units) from an accredited college or university in chemistry, hazardous materials and management, fire administration/science/technology, industrial technology, environmental engineering or other related field.

~~College course work in chemistry and/or hazardous materials and management or business/public administration.~~

Experience: Five (5) years in various industry settings; PC832 arrest and control training. Two (2) years' responsible experience in the inspection, storage, and disposal of hazardous materials or related programs.

Certifications/License: Possession of a valid California Motor Vehicle Operator's license

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

~~—Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, infectious disease and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb, balance, work in confined spaces, lift heavy objects (up to 75 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical disabilities will be considered on a case-by-case basis. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear, including but not limited to hard hats, respirators and/or hearing protective devices. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Must be able to work beyond a regular scheduled workday when required



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF ASSISTANT FIRE MARSHAL JOB CLASSIFICATION
DATE: NOVEMBER 21, 2012

As part of the FY 2012/13 budget process, the Fire Department requested a reclassification of the existing Deputy Fire Marshal position from safety to non-safety status. Doing so requires creating a new job classification because the current Deputy Fire Marshal position is an appointed position filled by a Fire Captain. The Assistant Fire Marshal will be a newly created single-position classification established at pay grade 599 and represented by the Management Employees Organization (MEO).

The position will report to the Fire Marshal. The primary responsibility will be to oversee/manage the fire and life safety inspection programs within the Fire Prevention Division, including fire company inspections; fire clearance, permit, state-mandated inspections; fire code implementation; the mobile home park hydrant program; petroleum-chemical inspections; methane mitigation; and arson investigations.

The oversight of life/safety inspection programs being performed by a non-sworn position is not unique to the City of Huntington Beach. Several cities and the Orange County Fire Authority employ non-sworn personnel to perform this work. The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of comparable positions, there are none that require the specific life safety subject matter expertise necessary to perform the work of the proposed classification.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Fire Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class	
Title and Pay Grade:	Assistant Fire Marshal, Pay Grade 599
Action:	Create the recommended job classification for inclusion into the City Classification Plan
Affected Employees:	None
Recommendation:	Approve the newly-created job classification

Att: Assistant Fire Marshal Job Class Specification

c: Patrick McIntosh, Fire Chief
Scott Field, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT FIRE MARSHAL

JOB CODE:	XXXX
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

Under general direction, plans, directs, manages, and coordinates the inspection activities and operations of the Fire Prevention Division within the Fire Department.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn position reporting to the Division Chief/Fire Marshal.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises subordinate personnel in administering programs and activities of the fire inspection function, including fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and construction sites; assists in the management of other programs and activities of the Fire Prevention Division as assigned.
- Oversees code enforcement activities related to environmental management, industrial waste, hazardous materials, and underground and aboveground storage tanks.
- Coordinates staffing, permitting, scheduling, and other similar activities related to inspections.
- Oversees fire safety inspections of commercial and industrial facilities
- Ensures compliance with the California Fire Code, city ordinances, state and local, laws and nationally recognized fire prevention standards
- Conducts various fire organizational and operations studies; recommends modifications to fire prevention and inspection programs, policies, and procedures as appropriate;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT FIRE MARSHAL

- Assists in budget preparation and monitoring including revenue projections; creates goals and objectives for assigned unit
- Serves as custodian of records for all fire prevention and fire investigation records as well as the billing administrator
- Attends training classes and committees to remain current on changing legislation and requirements;
- Coordinates Fire Company Inspection Program; assists Fire Marshal with coordination of Fire Investigation Program and the Certified Unified Program Agency (CUPA)
- May oversee plan review staff
- Performs related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Policies, principles and practices of fire inspection, code enforcement and plan review;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Fire and life safety systems;
- Principles and practices of municipal budget preparation and public administration;
- Principles of supervision, training, and performance evaluation; safety regulations, practices and procedures;
- Customer service and conflict resolution techniques.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT FIRE MARSHAL

Ability to:

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff;
- Plan, coordinate and oversee program activities, work schedules and projects, and personnel; ensure safety and professional work standards are met;
- Read, interpret and implement policies, laws, ordinances, rules and regulations;
- Interpret and apply fire and other related codes
- Establish and maintain effective working relationships with those contacted in the course of work, including various environmental State and local regulatory agencies;
- Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff;
- Establish and maintain a fee structure within the parameters of State and local requirements;
- Remain informed of current changes in environmental regulations;
- Assist in the preparation and monitoring of the program budget;
- Analyze complex issues, develop and evaluate solutions and make recommendations
- Deliver quality customer service.

Education: Bachelor's degree from an accredited college or university in Fire Science, Fire Administration, Fire Protection Engineering, Business, Public Administration, or other related field.

Experience: Five years' increasingly responsible experience in fire prevention and inspection, including application and compliance with State and local fire and building codes, plan review of fire protection systems, land development, and building construction with one year's supervisory or lead experience.

Certificates/Licenses: A valid California Class C driver's license and an acceptable driving record are required by time of appointment. International Code Council (ICC) Fire Inspector II Certification; State Registered Fire Protection Engineer, certifications in building and fire codes, and/or State of California Office of the Fire Marshal Certification as Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, or Fire Marshal preferred. PC 832 training desirable.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSISTANT FIRE MARSHAL

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.